



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	VIII	Special Interest Topics	
Chapter:	F	Children in Conflict with the Law	7-28-93
Subchapter:	2	Committed Children	
Issuance:	200	Notice of a Commitment of a Child Under CP&P Supervision	

Scope of Policy and Procedures 7-28-93

The policy and procedures described apply to the Training Schools at Skillman and Jamesburg, unless indicated otherwise in specific sections of the material.

Clarification of CP&P Status 7-28-93

For any child committed to a correctional institution whose status with CP&P is uncertain, the classification officer obtains clarification of CP&P involvement from the Local Office in the catchment area from which the child was committed.

Notice to CP&P 7-28-93

For every child under CP&P supervision, the correctional institution sends the Local Office providing services a written notice of the child's commitment.

Termination of Medicaid 7-28-93

If, prior to commitment, a child was enrolled in Medicaid through CP&P, the child's Medicaid coverage must be terminated at the time of commitment even if CP&P supervision will continue.

Authorization for Continuation of CP&P Services 7-28-93

Parental agreement or a court order specifying that CP&P is to provide services is required to continue supervision provide services to a child in a correctional institution. For all cases, the parents are given an opportunity to voluntarily consent to services in writing. However, parental permission is not necessary for CP&P to provide services, if a court order has been given. If the child needs placement or other voluntary services upon his release, parental permission or a court order must be obtained before those services are provided.

Eligibility 7-28-93

Eligibility is determined in accordance with the policies and procedures outlined in [CP&P-II-C-2-200](#) and [CP&P-III-A-1-100](#).

Case Recording 7-28-93

The Local Office records changes in placement, eligibility and/or services on CP&P Form [26-81](#). Record contacts on the CP&P Form [26-52](#).

Continuation of CP&P Supervision Required 7-28-93

When a child under CP&P supervision is committed to a correctional institution, CP&P supervision must be continued if:

- a child is likely to need a CP&P boarding placement (foster home, residential facility, or independent living situation) upon release from the correctional institution if release is prior to child's eighteenth birthday.
- a child under guardianship of CP&P is committed before age 18. If a guardianship child is under age 18 when committed to a correctional institution, CP&P must continue supervision of the child while he is in the institution until he reaches age 18.
- the court has ordered CP&P to continue involvement in the case.
- a child is in need of services that can be provided only by CP&P.

The MVR schedule is selected and followed. See [CP&P-III-C-3-100](#), Minimum Visitation Requirements (MVRs).

CP&P Supervision May Be Continued 7-28-93

CP&P supervision may be continued when CP&P has a close relationship with the child, and termination of CP&P supervision would be detrimental to the child's adjustment.

Termination of CP&P Supervision Recommended 7-28-93

When a child under CP&P supervision is committed to a correctional institution, it is recommended that CP&P supervision be terminated if the child will be 18 years old before his release from the institution unless:

- the child is under guardianship and has not yet reached his 18th birthday, requiring continuation of CP&P supervision while the child is in the institution; or
- the child requires services while in the institution or upon release which can only be provided by CP&P and the criteria for service continuation when a child reaches the age of majority are met. See [CP&P-III-A-1-500](#).

Termination of CP&P Supervision Required 7-28-93

When a child under CP&P supervision is committed to a correctional institution, CP&P supervision must be terminated if the child is 18 years old or older at the

time of commitment.

Notice to Correctional Institution 7-28-93

After notification of the commitment of a child under CP&P supervision, the Local Office must advise the correctional institution whether CP&P supervision will continue. This decision must be included in the Pre-institutional Report which is submitted to the institution even if CP&P is planning to terminate supervision. If CP&P supervision will not continue, the institution must have at least 14 days to respond to the notification from the Local Office before supervision is terminated. If the institution disagrees with the plan to terminate, CP&P maintains supervision of the child until the objections are resolved. See the Interagency Dispute Resolution section in [CP&P-VIII-F-1-700](#).

Notice to Parents 7-28-93

The parents are advised in writing of the decision regarding continuation of CP&P supervision.

Termination Notice to Court 7-28-93

If the court has ordered CP&P to continue involvement with the child, CP&P must send the court written notice of the recommendation to terminate supervision after it has been determined that the correctional institution is in agreement with that plan. This notice must indicate the reason(s) why CP&P involvement is no longer necessary. This notice must be sent at least thirty days before terminating the case.

Procedures Related to Commitment of a Child Under CP&P Supervision 7-28-93

Responsibility	Action Required
Worker	Receive written notification of commitment of a child under CP&P supervision. Record the change in placement in NJS.
Worker/Supervisor	Determine whether CP&P supervision will be continued or terminated.
Worker	Complete the CP&P Form 26-81 , Family Summary/Case Plan, on a case where CP&P supervision will be continued. Complete the Contact Sheet, CP&P

	Form 26-52 , and the Resource Sheet, CP&P Form 26-50 .
	<p>Notify the correctional institution in writing of the decision regarding continuation of CP&P services. Include the decision in the Pre-institutional Report.</p> <p>Send written notification of the decision regarding continuation of CP&P services to child's parents.</p> <p>Provide services as outlined in CP&P Services to Children in Correctional Institutions, CP&P-VIII-F-1-700, if CP&P supervision is to continue.</p>
	Allow at least 14 days for the correctional institution to respond to the notification of termination if CP&P supervision will be terminated.
	Send the court written notice of the recommendation to terminate court ordered supervision at least thirty days in advance after it has been determined that the correctional institution is in agreement with the plan.
	Complete the Contact Sheet and the Case Summary for Closing/Transfer, CP&P Form 26-57 , when appropriate.
	Update NJS.